

UNITED STATES DEPARTMENT OF AGRICULTURE

Farm Service Agency
Washington, DC 20250

Notice FC-164

For: State and County Offices

Farm Credit Monthly Management Report (Report FCMMR)

Approved by: Deputy Administrator, Farm Loan Programs

Carolyn B. Cooksey

1 Overview

A

Background

The County Office Operating Report (COORS) was eliminated with reorganization. The work measurement and workload side of COORS was replaced with the County Office Workload and Work Measurement System used by all of FSA. The reporting side of COORS was replaced with FCMMR that is entered in System/36 and transmitted monthly directly to KCMO. Report FCMMR has been required since October 1, 1996.

B

Purpose

This notice continues the requirement to complete FCMMR and provides:

- instructions for entering data and printing Report FCMMR
- what information will be reported

Note: The reporting requirements are the same except reporting foreclosures and other liquidations has changed to require all liquidations be reported even if the borrower is still farming.

- when Report FCMMR is due
- how State Offices will monitor completion of reports.

Continued on the next page

Disposal Date

February 1, 1999

Distribution

State Offices; State Offices relay to County Offices

1 Overview (Continued)

C

Contact

Call the FSA National Help Desk for software problems or data entry questions.

For questions related to the report items:

- County Offices shall contact State Offices
 - State Offices shall contact Kim Laris, LSPMD, through the Area Office.
-

2 Action

A

State Office Action

State Offices must review Report FCMMR monthly to ensure that all required offices are reporting. It is the State Office's responsibility to select the counties that will complete the monthly report. In the past, offices that handled the items being reported were assigned FCMMR. It does not matter who reports the information as long as the information is reported and not duplicated. Information obtained from these reports is:

- used by the National Office to report to Congress and other officials
- reported in the Monthly Management Reports provided to State Offices.

Canned reports are available to State Offices on the FOCUS Reporting Menu. For State Offices that wish to develop their own reports, the data is stored in FOCUS file "FSRM".

B

County Office Action

County Offices that were identified by their State Office will be required to submit a report related to FLP activity, using System/36, on the first workday and no later than the fifth calendar day following the month being reported.

Example: The report submitted January 1, 1998, is for December 1 through 31, 1997.

Continued on the next page

Notice FC-164

2 Action (Continued)

B

County Office Action (Continued)

If Ag Credit Teams are reporting, 1 report may be prepared for all counties in their servicing area. Suboffices may submit a report separate from the headquarters office, to include the counties they service. The information reported by suboffices should not be reported by the headquarters office.

Note: Never submit 2 reports in the same month for 2 different reporting periods, because it will override the report for the month already submitted. The report for the preceding month **must** be reported no sooner than the first calendar day of the next month following the reporting month. It cannot be submitted early.

C

Special Instructions

Exhibit 1 provides instructions for entering the data and producing Report FCMMR.

Reporting offices may want to develop a tally sheet or calendar of events to keep track of some of the reporting items, such as appraisals, yearend analysis completed, bankruptcies, etc. Each action should be identified by the applicant or borrower's name to avoid duplicative reporting and to support the number being reported. Some information should not have to be tallied because it can be obtained from County Office records, such as subordinations and supervised bank accounts.

File a copy of the printed report and any supporting information in the County Office operational files.

Preparing and Producing Report FCMMR

**A
Purpose**

This exhibit provides instructions for:

- entering data to prepare Report FCMMR
 - producing Report FCMMR.
-

**B
Security Officers**

Security Officers shall provide signon ID's and passwords to allow employees to complete the actions described in this notice.

**C
Sign On Screen**

After the System/36 computer is started, a Sign On Screen will be displayed. Use the following table to respond to the prompts on the Sign On Screen. Advance from field to field by using the "Tab" key, which is next to the letter "Q".

Field	Action
User ID	Enter the user ID assigned by the Security Officer.
Password	Enter the 4-character password assigned by the Security Officer. This password will not be displayed when it is entered.
User Menu	Leave this field blank.
Library	Leave this field blank.
Procedure	Leave this field blank.

After the last field is completed, PRESS "Enter". The "Enter" key is 2 places to the right of the space bar.

The Primary Selection Menu FAX250 will be displayed.

**D
Menu FAX250**

After Menu FAX250 displays, follow this table.

Step	Action	Result
1	ENTER 4.	
2	PRESS "Enter".	Office Selection Options Menu FAX09002, where processing office is selected, will be displayed.

Continued on the next page

Preparing and Producing Report FCMMR (Continued)**E****Menu FAX09002** After Menu FAX09002 displays, follow this table.

Step	Action	Result
1	Select the option number associated with the county that is processing the activity. The activity may be a combination of all counties during the reporting period.	
2	PRESS "Enter".	Application Selection Menu FAX07001 will be displayed.

F**Menu FAX07001** After Menu FAX07001 displays, follow this table.

Step	Action	Result
1	ENTER "17".	
2	PRESS "Enter".	Farm Credit Application Main Menu UAA005 will be displayed.

G**Menu UAA005** After Menu UAA005 is displayed, enter the number of the option needed.

IF the user needs to...	THEN...
enter data on the Farm Credit Monthly Management Report Input Screen UAA92000 for the county that is being processed	ENTER "1".
redisplay Menu FAX07001	ENTER "21".
redisplay Menu FAX09002	ENTER "22".
redisplay Menu FAX250	ENTER "23".
redisplay the Sign On Screen	ENTER "24".

Continued on the next page

Preparing and Producing Report FCMMR (Continued)

H**Entering Data
on Screen
UAA92000**

Use the following instructions to enter data on Screen UAA92000.

Field	Completion Instructions	Restrictive Information
Real Estate Appraisals Completed by: FSA	Count the number of real estate appraisals completed by FSA employees only.	The number cannot be more than 999.
Real Estate Appraisals Completed by: Other	Count the number of real estate appraisals obtained by an FSA contract or provided by lenders or applicants for loanmaking and servicing decisions.	
Chattel Appraisals Completed by: FSA	Count the number of chattel appraisals completed by FSA employees only.	
Chattel Appraisals Completed by: Other	Count the number of chattel appraisals obtained by an FSA contract or provided by lenders or applicants for loanmaking and servicing decisions. Note: This information will not be reported until the first report period for FY 1997, which will cover October 1 through October 31, 1996.	
No. of Borrowers Reviewed for Graduation	Count the number of borrowers reviewed to determine whether they can refinance their direct loans to conventional credit.	

Continued on the next page

Preparing and Producing Report FCMMR (Continued)

H
Entering Data
on Screen
UAA92000
(Continued)

Field	Completion Instructions	Restrictive Information
No. of Borrowers Partially Graduated	Count the number of borrowers who refinanced all of their direct operating type loans or all of their direct real estate type loans, and had loans of the other type remaining. Note: Include borrowers who refinanced without being requested to graduate, or refinanced with guaranteed funds.	The number cannot be more than 999.
Amount (no cents)	Enter the total dollar amount collected from all borrowers who partially graduated. This amount can be obtained from FmHA 451-2 or the System/36 collection remittance for these borrowers.	The amount: <ul style="list-style-type: none"> cannot be more than 999999999 must be in whole dollars.
No. of Borrowers Fully Graduated	Count the number of borrowers who refinanced all of their direct loans and are no longer liable to FSA on any other loan. Note: Include borrowers who refinanced without being requested to graduate, or refinanced with guaranteed funds.	The number cannot be more than 999.
Amount (no cents)	Enter the total dollar amount collected from all borrowers who fully graduated. This amount can be obtained from FmHA 451-2 or the System/36 collection remittance for these borrowers.	The amount: <ul style="list-style-type: none"> cannot be more than 999999999 must be in whole dollars.

Continued on the next page

Preparing and Producing Report FCMMR (Continued)

H
 Entering Data
 on Screen
 UAA92000
 (Continued)

Field	Completion Instructions	Restrictive Information
No. of borrowers Received Subordinations: Real Estate Purposes	Count the number of borrowers who received a subordination agreement for which the loan or request was for real estate type purposes. The security subordinated could be real estate or chattels. This count is based on the purpose of the subordination, and not on what security was subordinated. If the subordination is for real estate and operating purposes, count 1 in each field.	The number cannot be more than 999.
Amount (no cents)	Enter the total amount of all subordination agreements that were approved for real estate type purposes. If the subordination is for real estate and operating purposes, count only the amount used for real estate type purposes.	The amount: · cannot be more than 999999999 · must be in whole dollars.
No. of Borrowers Received Subordinations: Operating Purposes	Count the number of borrowers who received a subordination agreement for which the loan or request was for operating type purposes. The security subordinated could be chattels or real estate. This count is based on the purpose of the subordination and not on what security was subordinated. If the subordination is for operating and real estate purposes, count 1 in each field.	The number cannot be more than 999.

Continued on the next page

Preparing and Producing Report FCMMR (Continued)

H
Entering Data
on Screen
UAA92000
(Continued)

Field	Completion Instructions	Restrictive Information
Amount (no cents)	Enter the total amount of all subordination agreements that were approved for operating type purposes. If the subordination is for operating and real estate purposes, count only the amount used for operating type purposes.	The amount: <ul style="list-style-type: none"> cannot be more than 999999999 must be in whole dollars.
No. of Outstanding Supervised Bank Accts.	Count the number of supervised bank accounts that have an open balance at the end of the reporting month.	The number cannot be more than 999.
Amount (no cents)	Enter the total amount of all open balances in supervised bank accounts as of the end of the reporting month.	The amount: <ul style="list-style-type: none"> cannot be more than 999999999 must be in whole dollars.
No. of Loan Checks on Hand End of Month	Count the number of all U.S. Treasury loan checks being held by FSA or an FSA representative, awaiting loan closing or disbursements.	The number cannot be more than 999.
No. of Year-end Analysis Completed	Count the number of yearend analysis completed. A yearend analysis includes actuals for the production year ending, current financial statement, and cash flow for the next production year.	

Continued on the next page

Preparing and Producing Report FCMMR (Continued)

H
Entering Data
on Screen
UAA92000
(Continued)

Field	Completion Instructions	Restrictive Information
No. of County Committee Certifications for Annual Review	Count the number of borrowers for which COC certified that a classification was completed and the account was reviewed for graduation.	The number cannot be more than 999.
No. of Borrowers Filed Bankruptcy	Count the number of borrowers who filed bankruptcy from which you were notified during the month being reported.	
No. of Borrowers Discontinuing Farming for financial reasons as a result of Foreclosures Completed by FSA	Count all foreclosures completed even if the borrower is still farming. Count the foreclosure when the real estate deed or transfer of property is recorded or chattel sale occurs. Do not count foreclosures completed as a result of a bankruptcy order in this field. Such foreclosures will be counted under the Bankruptcy liquidations.	The number cannot be more than 999. Only count the borrower 1 time. If there is more than 1 action, select the action that occurred last.
No. of Borrowers Discontinuing Farming for financial reasons as a result of Foreclosures Completed by Other Lienholders	Count all foreclosures completed by other lienholders even if the borrower is still farming. Count the foreclosure when the foreclosure or chattel sale occurred.	

Continued on the next page

Preparing and Producing Report FCMMR (Continued)

H
Entering Data
on Screen
UAA92000
(Continued)

Field	Completion Instructions	Restrictive Information
No. of Borrowers Discontinuing Farming for financial reasons as a result of Bankruptcy Completed	Count the number of all liquidations by order of the bankruptcy even if the borrower is still farming. Count after the borrower is discharged by the bankruptcy court and any property was liquidated by order of the bankruptcy.	<p>The number cannot be more than 999.</p> <p>Only count the borrower 1 time. If there is more than 1 action, select the action that occurred last.</p>
No. of Borrowers Discontinuing Farming for financial reasons as a result of Vol. Conveyance	Count the number of all voluntary conveyances even if the borrower is still farming. Count when the deed is recorded.	
No. of Borrowers Discontinuing Farming for financial reasons as a result of Transfer	Count the number of all transfers and assumptions of the FSA debt even if the borrower is still farming.	
No. of Borrowers Discontinuing Farming for financial reasons as a result of Vol. Sale	<p>Count the number of borrowers who voluntarily liquidated all security property even if they are still farming.</p> <ul style="list-style-type: none"> • Include transfer of title to other lienholders. • Do not include assumptions and voluntary conveyances to FSA in this field. 	

Continued on the next page

Preparing and Producing Report FCMMR (Continued)

I**Screen****UAA92000****Parameters**

The following applies when entering data on Screen UA92000:

- monthly report data must be entered and submitted no earlier than the first workday and no later than the fifth calendar day following the month being reported
- report activities that occurred during the monthly reporting period
- if there is no activity, leave fields blank.

Note: Negative reports are required.

- PRESS "Field Exit" to advance from 1 field to the next field

Note: This key is on the right side of the keyboard below the back space key.

- dollar amounts must be in whole dollars and must not be more than 999999999
- other required numbers must not be more than 999
- if characters other than numeric are entered, the error message, "Invalid numeric entry. Please reenter.", will be displayed.

Continued on the next page

Preparing and Producing Report FCMMR (Continued)**I****Screen**

After data is entered on Screen UAA92000, press 1 of the keys in this table.

UAA92000**Parameters****(Continued)**

IF user wants to...	THEN...	Result
select a printer to print Report FCMMR	PRESS "Enter".	The Farm Credit - Printer ID Selection Screen UAA97000 will be displayed. <ul style="list-style-type: none"> The default session printer for the system has been established. See subparagraph J.
end process and return to previous screen	PRESS "Cmd3" or "Cmd7".	Farm Credit Application Main Menu UAA005 will be displayed.

J**Printing Report FCMMR**

After Screen UAA97000 is displayed, take the following action.

Step	Action	Result
1	Enter the printer ID, if the printer selected is other than the default printer.	
2	PRESS "Enter".	Report FCMMR will be printed.

Continued on the next page

Preparing and Producing Report FCMMR (Continued)**J****Printing Report
FCMMR
(Continued)**

After Screen UAE93010 displays:

- the message, "REPORT should now be printing on P1", or the printer that was selected at Screen UAA97000
- ENTER "Y" or "N", as follows.

IF another copy of Report FCMMR...	THEN...	Result
is needed	ENTER "Y".	<ul style="list-style-type: none"> • Report FCMMR will be reprinted for the county that is being processed. • Screen UAE93010 will be redisplayed.
is not needed	ENTER "N".	Menu UAA005 will be redisplayed.

K**Reviewing
Data on
Report
FCMMR**

After printing Report FCMMR, verify that all data was entered correctly.

- If the data needs to be corrected, follow this table to enter the correct data.

Step	Action	Result
1	On Menu UAA005, ENTER "1".	The input Screen UAA92000 will be displayed with previously entered data.
2	Enter the correct data according to subparagraph H.	The correct data will replace information that is currently displayed on Screen UAA92000.
3	See subparagraphs I and J to continue this process.	

- If no changes are needed, or if no additional changes need to be made, ENTER "24" on Menu UAA005 to exit System/36.

Continued on the next page

Preparing and Producing Report FCMMR (Continued)

L

Transmitting Report FCMMR

The System/36 console operator will run the end-of-day process to prepare the file. This process will:

- queue transmission File SSCCUA1 with all newly entered data

Note: Replace SS for the State's alpha code and CCC for the County Office's 3-digit code.

Example: MO165.

- bundle and transmit the transmission file directly to KCMO.
-

M

Correcting or Submitting Late Reports

Information can be entered or re-entered into the FCMMR application for previous months by the following procedures.

Step	Action
Original entry of information for previous month	
1	Follow paragraphs C, D, E, and F of this exhibit.
2	Type the command, "DATE", and the date (MMDDYY) at the command line on Menu UAA005. Example for January report: DATE 020298.
3	Press "Enter".
4	Enter option 1, and press "Enter".
5	Enter information into Screen UAA92000, and complete process as normal.
Re-entry of information for previous month	
1	Follow Steps 1 through 4 above.
2	Original information will appear in input fields. Information can be corrected or deleted from Screen UAA92000.
3	Press "Enter", and complete process as normal.
